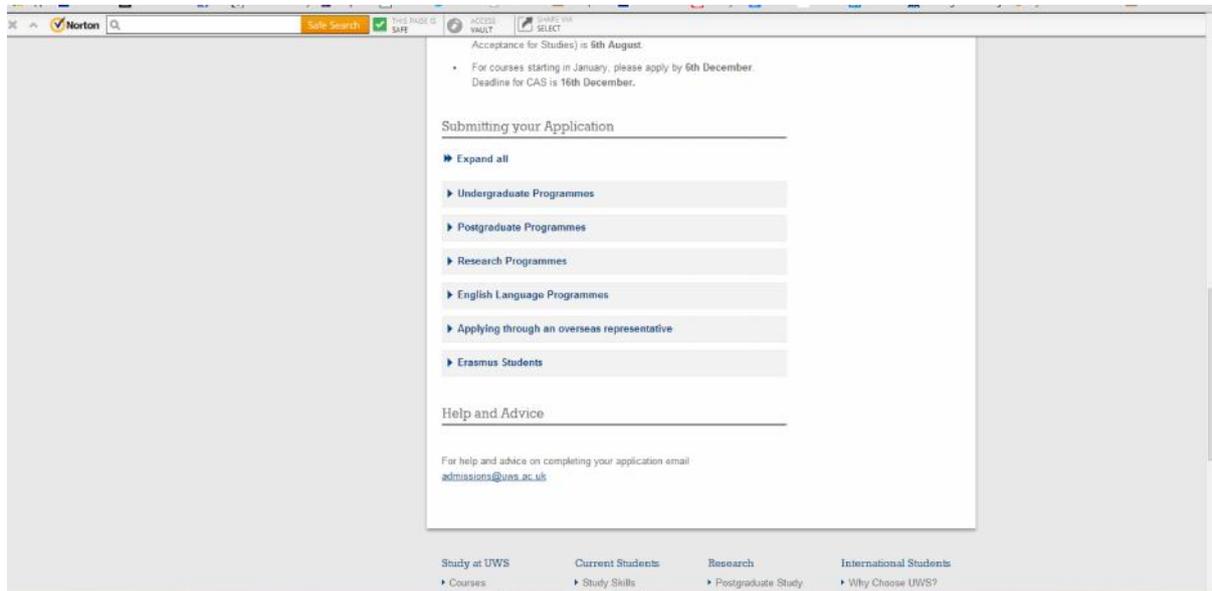


MAKING A DIRECT APPLICATION TO UWS

Visit the University's website on www.uws.ac.uk and from the entries at the top tab, select <International>. Here is the sequence of clicks necessary to bring you to the application screen.

International (top tab) -> Making an Application -> How to apply -> Erasmus Students



Click on the <Erasmus Students> link and when this text opens "Once you have been given a place you may apply via our dedicated online application system by selecting the Undergraduate (International) applicant type", just click on the hyperlinked words.

Checklist items 1-3 (Name - Permanent Home Address - Correspondence Address)

The entries in these sections are self-explanatory and no further guidance needs be provided in this guide. Once you fill these sections proceed to the next one.

Educational Partner (checklist item 4 of 13)

When you reach this screen, check on the drop-down box to see if your institution is listed before answering the question "Are you applying through an educational partner?". If your institution is not listed, answer <No> to that question and follow instruction on screen (i.e. click <Continue>).

Educational Partner

Educational Partner (Checklist Item 4 of 13)

University of the West of Scotland works with a number of authorised Educational Partners - educational representative/agent ; partner university/college. This section is only relevant to those who apply through one of our EU or non-EU Partners or Agents, and helps us to identify which Educational Partner (if any) that you are applying from.

Click on the 'Help' button at the top right of this page for further information.

If you are not applying through an Educational Partner

If you are applying individually please select 'No' and click 'Continue' button to move to the next section of this form.

If you are applying through an Educational Partner

First, select the country where the Partner is based and then click 'Show partners' button to select your partner.

Are you applying through an Educational Partner? Yes

Partner country: France

Select your partner: Université Lille 2

Clear

Checklist Continue Finish Later

Return to Checklist without saving changes

RELEASE: 6.0

Residency (checklist item 6 of 13)

If you are not an EU citizen you will not be able to proceed your application if you do not have a valid passport. It is necessary to complete the questions at the bottom half of the screen shown below, before you can apply.

Click on the 'Help' button at the top right of this page for further information.

Country of permanent residence: France

Will you have been permanently resident in the UK or another EU country throughout the 3 years immediately before the planned start of the course? Yes

If you are not a British or EU citizen, has the Home Office granted you any of the following:

Refugee or Asylum status in the UK None selected

Exceptional leave to remain in the UK None selected

Indefinite leave to remain in the UK None selected

If you believe that you should not be treated as an overseas student for fee purposes, please give the reasons supporting your claim for home fee status:

Full-time International (Non-EU) Applicants Only
We require confirmation of your passport details for immigration purposes. If you do not supply this information your application will not be processed.

Passport number:

Place of birth:

Place of issue:

Passport expiry date:

Visa type (if already obtained): None selected

Visa number:

Visa issue date:

Visa expiry date:

Please enter the date you entered the UK:

Have you previously undertaken any study in the UK? None selected

Continue

Return to Checklist without saving changes

RELEASE: 6.0

Programme choice (checklist item 7 of 13)

This is one of the most important and challenging screens, so read carefully before you continue on this screen.

Programme Choice (Checklist item 7 of 13)

Please select a programme title from the drop-down list, the point at which you propose to commence your programme, and select over how many trimesters you wish to study with us.

TIP: Within a list of options you can type a letter and it will jump to entries beginning with that letter (eg type 'B' and it will jump to options beginning with the letter B).

Click on the 'Help' button at the top right of this page for further information.

Programme applied for:

Point of entry (e.g. Year 1):

Are you an Erasmus/Exchange student?:

Do you intend to graduate from UWS?:

How many trimesters do you intend to study with us for?:

[Return to Checklist without saving changes](#)

RELEASE: 8.0

No matter what type of student you are, you must apply for a specific programme. If you are, say, a French student coming from an IUT for a year at UWS, you will select "Business BA (Hons)" at any of the 4 campuses, otherwise you will select another suitable programme.

No matter if you are a student like the one described above or an Exchange student selecting modules, select "Year 3" as the point of entry.

If you are either a SAAS-funded or free-mover student, answer [No] to that question, otherwise answer [Yes] if you are an Erasmus Exchange student.

If you are picking modules either for one or two semesters but you do not intend to graduate, you must answer [No] here. Otherwise, if you are following a programme with its prescribed module choices and you intend to graduate from UWS after a study period of two semesters, you must answer [Yes] to this question.

Although the next one on the number of semesters is self-explanatory, Erasmus Exchange students should note that should they choose to study for 3 semesters, the University will issue you with an invoice for the additional credits obtained, as the Erasmus+ mobility only covers 30 or 60 ECTS.

Education/Qualifications (checklist item 8 of 13)

Although a lot of information is required in this screen, all questions are straightforward and self-explanatory. If you cannot find the institution you studied, there is a free text facility which you can use for the purpose. Note that not all countries are covered and not all institutions in those few covered, so expect to make heavy use of the free text facility.

If you are in possession of multiple qualifications and you want to list them all if you think that they help you application, click on the <Add> button after you complete the details of the first one and a new empty screen will appear. Only once you finish with listing all qualifications, you should click on the <Next> button.

When you reach the last question on English qualifications, either list the qualification you possess or if you are an Erasmus student, write in the box that you have uploaded or you will upload a statement by your institution's Erasmus Coordinator.

Fees (checklist item 9 of 13)

Select an appropriate entry from the dropdown box. If you are an Erasmus student, select [Other source of finance] and write "Erasmus" in the free text below.

Fees

Fees (Checklist item 9 of 13)

Before you start your studies it is important that we know that your study will not be cut short for financial reasons. You may apply before you have the promise of financial support but your offer will be conditional on supplying a financial guarantee.

A financial guarantee is either a signed letter from the person or organisation who will pay your fees or, if you are going to pay your own fees, a reference or statement from your bank showing that you have enough money to meet these costs.

An up-to-date list of tuition fees can be found at www.uws.ac.uk/finance/ including standard fees and non-standard fees for both home/EU students and overseas students.

Click on the 'Help' button at the top right of this page for further information.

Who is responsible for payment of your fees?

Name of other sponsor:

Overseas applicants should provide details of:

Name / organisation:

Address:

Telephone:

- None selected
- Entire cost of fees is paid by private finance
- Student Award Agency for Scotland
- Contribution from a Research Council
- Contribution from the Department of Health of a Regional Health Authority
- Overseas student award from UK Government or the British Council
- Contribution from a training agency
- Other UK Government award
- Contribution from an overseas agency, government, university or industry
- Contribution from UK industry or commerce
- Other source of finance

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

RELEASE: 8.0

Supporting information (checklist item 10 of 13)

There are just two free text boxes here. Be concise and brief in both, you are not expected to write an essay on either of the two topics.

Referees (checklist item 11 of 13)

Although you should complete the self-explanatory details, it is much better practice and safer for you, the applicant, if you obtain the reference in advance and upload it as a document (see next section). If your referee is unhappy to let you see his/her reference, supply his/her e-mail address and warn him/her that the University will contact him/her for supplying the reference.

Document Upload (checklist item 12 of 13)

Using this page, you will be able to upload any supportive documentation which is relevant to your application. Such useful documents will be a CV, academic transcripts, reference letter(s), passport scanned page if non-EU etc. You can delete an uploaded document if you want to replace it with a newer version for whatever reason.

Declaration (checklist item 13 of 13)

Just two short answers here and you are done.

When you click on the <Continue> button of the above screen, you will be presented with a checklist showing all the tasks you have completed and those who may still be outstanding. You can either

Application Checklist

This is your **Application Checklist**, which will assist you in completing your application. When a section is fully completed a red 'tick' (✓) displays against the item. To enter each section, click on the section title. You can complete the sections in any order.

When you have filled in all relevant sections, click on the **Submit Application** button to submit your application to us.

- | | |
|--------------------------|------------------------------|
| ✓ Name | ✓ Education / Qualifications |
| ✓ Permanent Home Address | ✓ Fees |
| ✓ Correspondence Address | ✓ Supporting information |
| ✓ Educational Partner | ✓ Referees |
| ✓ Personal Details | ✓ Document Upload |
| ✓ Residency | ✓ Declaration |
| ✓ Programme Choice | |

[Send an email to the UWS Admissions Office](#)
RELEASE: 8.4.0.4

<Submit Application> or if you still have some sections pending, you can save what you have done so far and <Finish Later>. If for any reason you want to send a message to the University, say that you want to apply but you are still waiting for your new passport to reach you, just click on the link at the bottom of the page <[Send an email to the UWS Admissions Office](#)>.

Nondas Pitticas
1st March 2014